

position description



POSITION: People & Safety Manager

REPORTS TO: Chief Executive Officer

KEY PURPOSE: To develop and support HR strategy and practice within the organisation. To provide sound and timely HR advice and administration to management and the organisation. To oversee, monitor and manage risk, including Health and Safety - ensuring best practice is promoted and legal compliance is achieved. To support and promote change initiatives to ensure that the culture of the society grows and is continually meeting the needs of the business.

DIRECT REPORTS: Membership and Volunteer Coordinator
Health & Safety Administrator

BUDGET RESPONSIBILITY: \$5,000

STAKEHOLDERS: Society Board and Members
Customers
MCEC visitors
Strategic Partners
Government agencies
Leadership and staff team
Volunteers
Local community
Contractors

COMPANY OVERVIEW

The NZ National Fieldays Society Inc., owners of Mystery Creek Events Centre, was formed in 1969 by a passionate group of individuals for the charitable purpose of the advancement of agriculture. From its beginnings as the 'Home of Fieldays' Society now owns a number of New Zealand's iconic events including Equidays, Transport & Heavy Equipment Expo and hosts events like Motorhome & Caravan Show and more.

MCEC is an events centre. This means that every staff member must be willing to assist the team by doing whatever is necessary at the time. This will include tasks that are outside the normal scope of your role. At times you will be required to work outside your normal hours of work, and your normal days. The fundamental principle is that events cannot be delayed, and must be delivered to the best possible standard.

KEY POSITION RESPONSIBILITIES

Responsibility	Outcome
Human Resource Management	<ul style="list-style-type: none"> HR processes are completed in a timely manner in accordance with legislative, contractual and policy obligations. Employment agreements are up to date and reflect relevant legislative requirements Recruitment procedures are coordinated to ensure timely replacement of staff In conjunction with the CEO, monitor salary scales, market trends. Maintain data on salary scales to ensure the team are fairly remunerated Monitor outstanding leave to ensure that the Societies balance sheet is not adversely impacted, staff take necessary leave and rest and recovery. All roles have current job descriptions

position description



	<ul style="list-style-type: none"> • All new staff are inducted and provided with information on conditions of service, salaries and development opportunities. • Work with CEO and LT to identify staff development requirements and sourcing relevant training • Employee wellness initiatives are coordinated to ensure value for team and organisation • Support, coach and advise managers on employment relations matters including disciplinary process and performance management • HR records are maintained and managed accurately using enableHR system or similar. • Management are assisted with succession planning and initiatives to ensure staff retention • Management are supported with conducting and administration of performance review system • Staff are provided with confidential support • Assist with preparation of job descriptions for volunteers and members. • Assist with preparation of code of conduct and H&S obligations and communicate such to volunteers and members. • Support volunteer coordinator to ensure required HR processes are adhered to and relevant training is completed for volunteers • Monitor market data and salary comparisons to advise managers on annual remuneration review process • Coordinate provision of staff benefits including weekly fruit, staff gifts, morning tea, wellness packs. • Support and drive relevant organisational change initiatives. • Support and promote a culture that fits within the values of the society • Manage the staff culture survey process • Exit interviews are completed for all permanent staff
<p>Health and Safety and Risk monitoring and reporting</p>	<ul style="list-style-type: none"> • Health and safety strategic plans are prepared to drive best practice and industry leading performance • Internal policy and procedures are maintained and reviewed for continuous improvement • Remain up to date with all H&S legislation and developments that may affect the organisation • Drive continual improvement and best practice in all areas of H&S • Relevant H&S training is identified and undertaken as required. • Bi-monthly H&S reports are prepared for NZNFS Board • Emergency plans and procedures are current are opportunities for practise are provided on an on going bases • All hazards, incidents and accidents are reported as required. • Positive participation in health and safety meetings, training and improvement activities as required • A risk management matrix is developed and is maintained for the whole Society with the support of the whole LT • Manage the Society drug and alcohol policy requirements

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Financial management	<ul style="list-style-type: none"> • Human Resources expenditure is directed and managed within organisational policies. • The CEO is kept informed as to the delivery and financial status of key events or projects • Monitor and manage FTE numbers.
Leadership	<ul style="list-style-type: none"> • Promotes and demonstrates the vision, purpose and values of the Society. • Assist with the development of strategic and business plans • Positive participation in Leadership Team meetings • Provides leadership, support, direction and regular feedback on team performance • Determines and set priorities for work objectives and ensures deadlines are met • Staff turnover and staff surveys reflect a positive culture within the team • Identify and evaluate new processes to improve efficiencies and performance.
Organisation contribution	<ul style="list-style-type: none"> • Compliance with all legal and constitutional requirements and obligations • Actively engages in ongoing professional development to ensure that skills, knowledge, experience and competencies are kept up to date. • Positive participation in team meetings as required • Promote team effort and create a supportive, collaborative and fun environment • Contributes to special projects as required

PERSON SPECIFICATION

Knowledge/Skills/Experience

- Tertiary qualification or relevant experience in a HR related field.
- Experience in HR/Recruitment.
- Up to date knowledge of Health & Safety legislation and experience of H&S management system.
- Highly developed written and oral communication skills – can convey information clearly and concisely to a diverse range of audiences.
- Able to prioritise at a strategic level, balancing desired outcomes with parameters and constraints of the organisation
- Excellent interpersonal skills and approachable manner – able to establish a solid rapport with most people and use intuition to respond appropriately to a range of situations
- Honest with a strong sense of integrity and ability to handle confidential information appropriately
- Strong planning and organising skills with the capacity to effectively manage competing demands and schedule work to ensure timely executive of tasks
- Remains calm and makes sound decisions under pressure
- Strong team orientation with the ability to create a positive team environment
- Experience leading, managing and motivating staff
- Flexible and willing to adjust direction to suit the situation and based on input from internal/external customers

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- Problem analysis with ability to exercise sound judgement to achieve resolution

NOTE: This position description is a broad outline of roles and responsibilities for this position. Key responsibilities may vary from time to time, at the request of the team leader/manager to accommodate the operational needs of the business.